

TOWN OF HILTON HEAD ISLAND APPROVED
Arts and Cultural Strategic Planning Committee Meeting Minutes
October 12, 2015
3:00p.m. – Conference Room # 3

Committee Members Present: Chairman Jane Joseph, Jim Collett, Hannah Horne, Bob Lee,
Lisa Snider and Ben Wolfe

Committee Members Absent: Vice Chairman Maryann Bastnagel, Meg Eberly, and Janice Gray

Town Council Present: None

Town Staff Present: Jill Foster, Deputy Director, Community Development
Kathleen Carlin, Administrative Assistant

1. Call to Order

Chairman Joseph called the meeting to order and welcomed everyone in attendance.

2. FOIA Compliance

Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of the Agenda

The committee **approved** the agenda as submitted by general consent.

4. Approve of the Minutes

The Committee **approved** the minutes of the October 5, 2015 meeting as presented by general consent.

5. Unfinished Business

None

6. New Business

Prior to beginning today's New Business, Chairman Joseph stated that she has spoken with Councilman Likins regarding next steps for the committee's upcoming presentation to Town Council.

Chairman Joseph stated that Town Council will hold their annual Workshop on Thursday, Friday, and Saturday, November 5th, 6th, and 7th. Because the committee's presentation and recommendations is considered a high priority item, Town Council is looking forward to an in-depth presentation and thorough discussion. The committee will have about 20 minutes to make their (Power Point) presentation to Town Council. This will be followed by an in-depth discussion by Town Council.

The agenda for the Workshop is still being worked out and Chairman Joseph will notify the committee of the anticipated date and time for the committee's presentation. Chairman Joseph encouraged as many committee members to attend the presentation as possible in

case Town Council has questions or needs additional information. The Workshop will be held in Beaufort and additional details are forthcoming.

Following this discussion, Chairman Joseph directed the committee's attention to numerous large charts displayed along the conference room wall. The charts contain 32 ideas that were generated by the committee at the October 5, 2015 meeting. The committee carefully reviewed the list of themes and presented suggestions on ways to group them in areas that fit together (*please see the attached list for additional information on this discussion*). As part of this review, the committee discussed signage, banners, and flags. The committee also discussed calendars, schedules of events, financing, venues, and marketing.

As a wrap up, Chairman Joseph stated that the committee's Final Report to Town Council will be very important. This Final Report will be presented to Town Council after their annual workshop. She emphasized that she does not want it to be one that sits on a shelf. Chairman Joseph discussed previous assignments based on committee members' areas of expertise, and requested that members provide her with written chapters on those areas detailing their research and presentations for inclusion into the Final Report. Committee members' reports are to be as specific and complete as possible, and be a collaborative writing effort. These chapters should be forwarded to her as soon as possible.

Chairman Joseph also reminded the members that she still needs a list from each committee member that contains *specific* contact information for everyone they had interviewed or who had contributed to their surveys, with the Who, What, When and How.

7. Public Comments

- a) Ms. Eleanor O'Key presented general comments regarding the committee's recommendations to Town Council.
- b) Ms. Mira Scott, art gallery owner, also presented comments regarding the committee's recommendations to Town Council.

8. Adjournment

The meeting was adjourned at 5:15 p.m. by general consent.

Submitted By:

Approved By:

October 19, 2015

Kathleen Carlin
Secretary

Jane Joseph
Chairman